

## **Appendix K**

### Facility Pollution Prevention Plan Template

# WHITEWATER RIVER REGION

## FACILITY POLLUTION PREVENTION PLAN

**Facility Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## TABLE OF CONTENTS

| <u>SECTION</u>                                                                         | <u>PAGE</u> |
|----------------------------------------------------------------------------------------|-------------|
| <b>1.0 INTRODUCTION.....</b>                                                           | <b>1</b>    |
| 1.1 Organization of the Pollution Prevention Plan .....                                | 1           |
| 1.2 Stormwater Regulatory Framework.....                                               | 1           |
| 1.3 Review and Revision of the Pollution Prevention Plan .....                         | 3           |
| <b>2.0 SITE DESCRIPTION .....</b>                                                      | <b>4</b>    |
| 2.1 Facility Description.....                                                          | 4           |
| 2.2 Pollution Prevention Team .....                                                    | 8           |
| 2.3 Pollution Prevention through BMPs .....                                            | 9           |
| 2.3.1 What are BMPs? .....                                                             | 9           |
| 2.3.2 Good Housekeeping.....                                                           | 9           |
| 2.3.3 Preventive Maintenance.....                                                      | 10          |
| 2.3.4 Proper Materials Handling and Storage .....                                      | 10          |
| 2.3.5 Proper Waste Handling.....                                                       | 12          |
| 2.3.6 Spill Prevention and Response .....                                              | 14          |
| 2.4 Other Relevant Facility Plans .....                                                | 15          |
| 2.5 Training for Facility Personnel .....                                              | 16          |
| <b>3.0 DEFINITION AND CATEGORIES OF NON-STORMWATER DISCHARGES .....</b>                | <b>17</b>   |
| 3.1 Authorized Non-Stormwater Discharges.....                                          | 17          |
| <b>4.0 FACILITY ACTIVITIES AND MATERIALS, POTENTIAL POLLUTANTS AND ASSOCIATED BMPs</b> | <b>18</b>   |
| 4.1 Significant Materials.....                                                         | 18          |
| 4.2 Description of Potential Pollutant Sources and Associated BMPs.....                | 20          |
| <b>5.0 ANNUAL FACILITY OR ACTIVITY STORMWATER INSPECTION .....</b>                     | <b>23</b>   |

**LIST OF FIGURES AND TABLES**

Table 1. Permittee Facilities and Activities ..... 2

Figure 1. Facility Site Map ..... 6

Figure 1(Ex) Facility Site Map (EXAMPLE)..... 7

Table 2. Materials Handling and Storage BMPs..... 11

Table 3. Waste Handling BMPs..... 13

Table 4. Spill Prevention and Control Procedures ..... 15

Table 5. Other Facility Specific Environmental Compliance Plan(s)..... 15

Table 6. List of Significant Materials ..... 18

Table 7. Identification of Potential Pollutant Sources and List of Current BMPs ..... 21

Table 7(Ex). Identification of Potential Pollutant Sources and List of Current BMPs ..... 22

Table 8. Inspection Log ..... 24

**APPENDICES**

Appendix A Potential Source Control BMPs

Appendix B Training Documentation

Appendix C Annual Facility Stormwater Inspection Form and Checklist (Blank)

Appendix D Completed Annual Facility Stormwater Inspection Forms and Checklists

### 1.0 INTRODUCTION

This document is the Pollution Prevention Plan (PPP) developed for:

(Facility Name) \_\_\_\_\_

(Street Address) \_\_\_\_\_

(City, CA Zip Code) \_\_\_\_\_

This Permittee facility falls under the jurisdiction of the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit for the Whitewater River Region adopted by the Colorado River Basin Regional Water Quality Control Board Order in June 2013 (Order No. R7-2013-0011). Throughout the remainder of this PPP, that permit is referred to as the 2013 MS4 Permit. This facility-specific PPP meets the requirements of the 2013 MS4 Permit

#### 1.1 ORGANIZATION OF THE POLLUTION PREVENTION PLAN

Section 1 of this PPP provides information regarding Stormwater regulations, the requirements of the 2013 MS4 Permit, review and revision of the PPP, and availability of the PPP as a public document. Section 2 briefly describes this facility, the Pollution Prevention Team responsible for compliance with the 2013 MS4 Permit and other environmental programs that indirectly support compliance with the Stormwater regulations. The section also provides a general discussion of Best Management Practices (BMPs) and identifies those BMPs that are implemented throughout the facility. Section 3 contains the definition and categories for both authorized and unauthorized Non-Stormwater discharges. Section 4 provides a narrative description of the activities conducted, potential pollutants, and the measures taken to eliminate or reduce the discharge of pollutants to Stormwater drainage systems.

#### 1.2 STORMWATER REGULATORY FRAMEWORK

In 1972 the Federal Water Pollution Control Act (known as the Clean Water Act) was amended to effectively prohibit discharge of pollutants to “waters of the United States” from any point source unless the discharge is in compliance with an NPDES permit. The United States Environmental Protection Agency (USEPA) has delegated administration of the NPDES program within California to the State. California’s Porter Cologne Act gives the State Water Resources Control Board (SWRCB) and the nine Regional Water Quality Control Boards (Regional Boards) the authority to administer the NPDES Program. The 1987 amendments of the Clean Water Act added Section 402(p), which established the framework for regulating discharges of pollutants via Stormwater from industrial activities and MS4s. Section 402(p) required the USEPA to develop permitting regulations for Stormwater discharges from MS4s and from industrial facilities, including construction sites.

The 2013 MS4 Permit requires the Permittees to develop and maintain up-to-date facility-specific PPPs for their facilities, and specifically those facilities where storage or maintenance activities are conducted. At a minimum, the Permittee facilities listed in Table 1 should have a site-specific PPP.

**Table 1. Permittee Facilities and Activities**

| Type of Permittee Facility                                   | Activities of Concern Conducted                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Corporate Yards <sup>1</sup>                                 | Loading, unloading, handling, and storage of animal wastes, anti-freeze, asphalt, batteries, chemicals, concrete, diesel wastes, emulsions, fertilizer, fuel, green wastes, hazardous materials, new and used oil, paint products, pesticides, scrap metal, solvents, trash and debris, and wash water |
|                                                              | Filling of aboveground storage tanks (ASTs) and underground storage tanks (USTs)                                                                                                                                                                                                                       |
|                                                              | Dispensing of fuels to vehicles, equipment, and portable fuel containers                                                                                                                                                                                                                               |
|                                                              | Vehicle and equipment parking and storage                                                                                                                                                                                                                                                              |
|                                                              | Vehicle, equipment, and material washing and steam cleaning                                                                                                                                                                                                                                            |
|                                                              | Leak and spill cleanup                                                                                                                                                                                                                                                                                 |
|                                                              | Landscape, garden, and general maintenance and cleaning                                                                                                                                                                                                                                                |
| Parks & Recreation Facilities, including Golf Courses        | Landscape, garden, and general maintenance and cleaning                                                                                                                                                                                                                                                |
|                                                              | Paving, Painting, solid waste management, fertilizer and pesticide application, reclaimed water application                                                                                                                                                                                            |
| Civic or Community Centers & Libraries                       | Landscape, garden, and general maintenance and cleaning                                                                                                                                                                                                                                                |
| Warehouses                                                   | Loading, unloading, handling, and storage of materials                                                                                                                                                                                                                                                 |
|                                                              | Landscape, garden, and general maintenance and cleaning                                                                                                                                                                                                                                                |
| Fire and Police Stations, including Fire Training Facilities | Loading, unloading, handling, and storage of antifreeze, chemicals, new and used oil, scrap metal, and trash and debris                                                                                                                                                                                |
|                                                              | Filling of ASTs and USTs                                                                                                                                                                                                                                                                               |
|                                                              | Dispensing fuel                                                                                                                                                                                                                                                                                        |
|                                                              | Vehicle and equipment parking and/or storage                                                                                                                                                                                                                                                           |
|                                                              | Vehicle and equipment maintenance                                                                                                                                                                                                                                                                      |
|                                                              | Vehicle and equipment washing or steam cleaning                                                                                                                                                                                                                                                        |
|                                                              | Leak and spill cleanup                                                                                                                                                                                                                                                                                 |
|                                                              | Landscape, garden and general maintenance and cleaning                                                                                                                                                                                                                                                 |
| Hazardous Materials Storage Facilities <sup>2</sup>          | Loading, unloading, handling, and storage of potentially hazardous materials                                                                                                                                                                                                                           |
|                                                              | Leak and spill cleanup                                                                                                                                                                                                                                                                                 |
| Animal Shelters                                              | Loading, unloading, handling, and storage of animal wastes, chemicals, and fuel                                                                                                                                                                                                                        |
|                                                              | Vehicle, equipment, and material washing                                                                                                                                                                                                                                                               |
|                                                              | Leak and spill cleanup                                                                                                                                                                                                                                                                                 |
|                                                              | Landscape, garden, and general maintenance and cleaning                                                                                                                                                                                                                                                |
| Swimming Pools                                               | Storage and use of chemicals, including chlorine                                                                                                                                                                                                                                                       |
|                                                              | Filter maintenance and backwashing                                                                                                                                                                                                                                                                     |
|                                                              | Landscape, garden, and general maintenance and cleaning                                                                                                                                                                                                                                                |
| Potable Water Treatment Facilities                           | Loading, unloading, handling, and storage of materials                                                                                                                                                                                                                                                 |
|                                                              | Filling of ASTs and USTs with fuels                                                                                                                                                                                                                                                                    |
|                                                              | Vehicle washing and steam cleaning                                                                                                                                                                                                                                                                     |
|                                                              | Leak and spill cleanup                                                                                                                                                                                                                                                                                 |
|                                                              | Landscape, garden, and general maintenance and cleaning                                                                                                                                                                                                                                                |

1 Corporation yards include equipment, transit maintenance, public works, fleet maintenance, and parks and recreation equipment yards.

2 Includes household hazardous waste collection facilities

### 1.3 REVIEW AND REVISION OF THE POLLUTION PREVENTION PLAN

The PPP will be reviewed at least annually to determine if any revision is necessary to reflect changes in the facility or changes in the activities conducted that:

- ◆ May significantly increase the quantities of pollutants in Stormwater runoff;
- ◆ Cause a new area of the facility to be exposed to Stormwater or authorized non-Stormwater discharges; or
- ◆ Start-up of an activity that would introduce a new pollutant source at a facility.

In determining if revision of the PPP is necessary, the Facility/Activity Manager will review the Annual Facility/Activity Stormwater inspection, which is described in Section 5.

## 2.0 SITE DESCRIPTION

### 2.1 FACILITY DESCRIPTION

The Facility Description describes the various facility types including locations and on-site activities.

Outdoor activities at the facility include:

**Facility Type:** \_\_\_\_\_

Facility Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facility Type:** \_\_\_\_\_

Facility Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facility Type:** \_\_\_\_\_

Facility Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facility Type:** \_\_\_\_\_

Facility Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surface runoff at the site generally flows \_\_\_\_\_

The site map illustrates key features relevant to the Stormwater drainage system and the activities conducted at a Permittee facility, including potential pollutant sources that may be exposed to precipitation, Stormwater runoff, or Non-Stormwater discharges, drainage patterns (surface flow and storm drains), discharge locations, and structural control features. The site map for this facility is provided as Figure 1. The facility site map includes the following components and identifies the following features, as applicable:

Legend with:

- ◆ Facility Address
- ◆ Number of Acres
- ◆ List of buildings and uses
- ◆ % Impervious Cover
- ◆ North arrow
- ◆ Map scale (or N.T.S.)

A graphical depiction and/or location of:

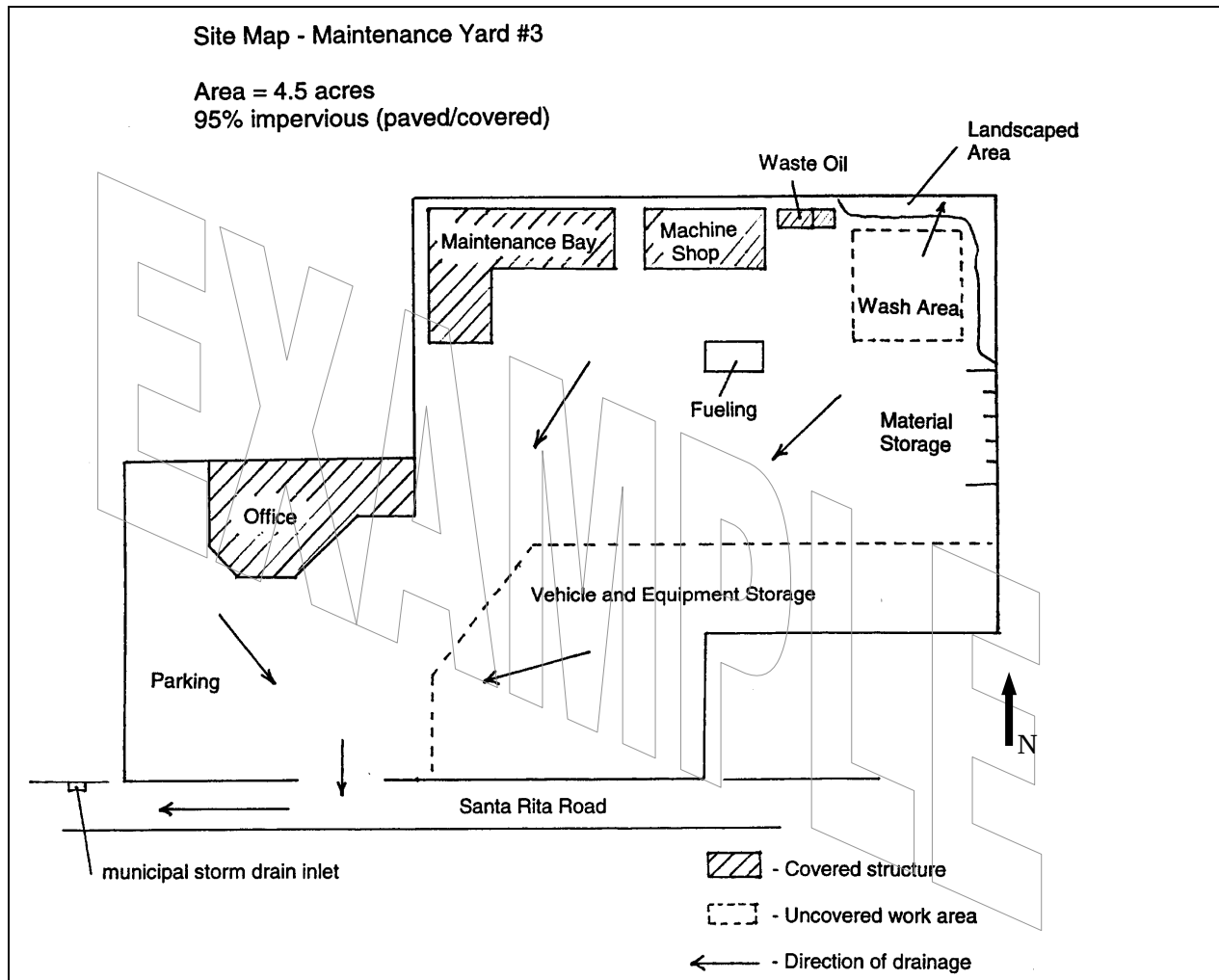
- ◆ Storm drain facilities and other outfalls (outfalls are point discharges to a surface water or storm drain)
- ◆ Drainage area of each outfall and direction of flow
- ◆ Structural Stormwater pollution control measures (flow diversions, ponds, swales, sediment traps)
- ◆ Names of Receiving Water(s)
- ◆ Vehicle washing and fueling area(s)
- ◆ Soil and aggregate storage area(s)
- ◆ ASTs or USTs
- ◆ Outdoor chemical storage area(s)
- ◆ Waste storage/disposal area(s)
- ◆ Exposed significant materials
- ◆ Authorized non-Stormwater discharges
- ◆ Run-on from offsite area(s)
- ◆ Material transfer areas
- ◆ Vehicle, Equipment, or Machinery storage areas or permanent structural pads

**Figure 1. Facility Site Map**

Facility Site Map prepared by: \_\_\_\_\_

Date prepared or revised: \_\_\_\_\_

Figure 1(Ex) Facility Site Map (EXAMPLE)



Facility Site Map prepared by: \_\_\_\_\_

Date prepared: \_\_\_\_\_

**2.2 POLLUTION PREVENTION TEAM**

The \_\_\_\_\_ is responsible for implementing the PPP and for the administrative responsibilities associated with the PPP. Other facility personnel also have implementation responsibilities for the PPP as noted below.

Position(s):

\_\_\_\_\_ responsibilities include:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

\_\_\_\_\_ responsibilities include:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

\_\_\_\_\_ responsibilities include:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

\_\_\_\_\_ responsibilities include:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

\_\_\_\_\_ responsibilities include:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

### 2.3 POLLUTION PREVENTION THROUGH BMPs

#### 2.3.1 What are BMPs?

BMPs are the practices, procedures, policies, prohibitions, schedules of activities, structures or devices that are implemented to prevent or minimize pollutants coming in contact with precipitation, Stormwater runoff, or Non-Stormwater flows. BMPs are also structures or devices that remove pollutants from Stormwater runoff before the runoff enters a Stormwater drainage system or surface water. Therefore, BMPs are often categorized as Source Control BMPs, Treatment Control BMPs or LID/Site Design BMPs.

Source Control BMPs include all types of measures designed to prevent pollution at the source, that is, to keep Stormwater from contacting pollutants in the first place. Source Control BMPs are generally simple, low-maintenance, cost-effective and are broadly applicable. They may be categorized as either non-structural or structural. Good housekeeping is an example of a non-structural Source Control BMP; a canopy is an example of a structural Source Control BMP.

LID/Site Design and Treatment Control BMPs are methods of treating Stormwater runoff to remove pollutants and are frequently more costly to design, install, and operate than Source Control BMPs. More importantly, LID/Site Design and Treatment Control BMPs are typically not as effective as Source Control BMPs, and the effectiveness is highly dependent on regular maintenance. Nevertheless, they can be appropriate and effective under certain conditions. However, LID/Site Design and Treatment Control BMPs typically do not remove all pollutants from Stormwater runoff and must not be regarded as disposal systems.

A list of suggested BMPs for vehicle maintenance/materials storage facilities can be found in Appendix A. Appendix L of the Whitewater SWMP provides suggested BMPs for fire fighting agency activities.

#### 2.3.2 Good Housekeeping

Good housekeeping practices include activities that are intended to maintain a clean site and keep equipment in good working order to prevent Stormwater quality problems from occurring. Daily cleanup and inspections are the most effective means of achieving good housekeeping. For the most part, good housekeeping is a day-to-day activity that does not require a large expenditure of time or expense, and should be implemented on an ongoing basis. Examples of good housekeeping practices at this facility are:

- ◆ Tools and materials should be returned to designated storage areas after use;
- ◆ Waste materials should be collected and properly disposed after the completion of each job, shift, or day as appropriate;
- ◆ Indoor work areas should be neat, uncluttered, and well-ventilated to discourage outdoor work and to allow leaks and spills to be quickly detected and controlled;
- ◆ Control equipment/vehicle wash water and allowable Non-Stormwater discharges;
- ◆ Outdoor work areas should be swept regularly (not hosed) and kept neat and clean;

- ◆ Occasionally outdoor work areas may need cleaning beyond sweeping. In such cases, all wash waters should be contained, collected, and properly disposed; and
- ◆ Outdoor waste or trash receptacles should be covered and emptied regularly and the adjacent areas inspected for misplaced or wind-blown litter.

### **2.3.3 Preventive Maintenance**

Preventive Maintenance BMPs include regular inspections and maintenance intended to minimize Stormwater pollution by performing maintenance activities before problems arise. Equipment failures or equipment that functions poorly may result in the discharge of pollutants to the Stormwater drainage system. Therefore, to reduce the likelihood of breakdown or failure, major equipment should have a preventive maintenance schedule for inspection, repair, or replacement of fluids (e.g., hydraulic, lubricating, cooling), greases, seals, hoses, filters, pressure gauges, piping, etc. Paved areas and landscaping should not be allowed to degrade to the point where they erode and contribute pollutants to runoff. Leaky roofs, broken doors, cracked pavement and berms, and any other enclosure or structural defects that may impact the quality of Stormwater runoff should be promptly repaired. Structural BMPs and storm drains within facility boundaries also need to be inspected and maintained regularly.

### **2.3.4 Proper Materials Handling and Storage**

Materials handling and storage BMPs relate to controlling the potential for leaks, spills and losses of materials delivered, used, and stored at a facility. Spills and leaks of materials can accumulate in soils or on surfaces and be carried away in Stormwater runoff or authorized Non-Stormwater discharges. Table 2 lists the materials handling and storage BMPs implemented at this facility.

Table 2. Materials Handling and Storage BMPs

BMP Title \_\_\_\_\_:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

BMP Title \_\_\_\_\_:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

BMP Title \_\_\_\_\_:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

BMP Title \_\_\_\_\_:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

### 2.3.5 Proper Waste Handling

Waste handling BMPs relate to properly controlling, collecting, storing, and disposing of wastes that are generated at a facility. All facility personnel should be aware that disposing any waste (including wash waters) into a storm drain inlet or Stormwater conveyance (e.g., streets) is considered illegal dumping. Likewise, disposing of waste (including wash waters) onto a paved or unpaved surface such that it may be carried to a storm drain inlet or Stormwater conveyance (e.g., streets) is also considered illegal dumping. Table 3 lists the waste handling BMPs implemented at this facility.

**Table 3. Waste Handling BMPs**

Waste Handling BMPs for this facility are:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

### 2.3.6 Spill Prevention and Response

Spill clean-up can be labor-intensive and costly, involving expenses to contain the spill, collecting the spilled substance, proper disposal of spill materials, and report filing to regulatory agencies, not to mention possible monetary fines. Spills and leaks are some of the most significant sources of water pollution and are, in most cases, avoidable. Spill prevention, control, and cleanup applies to all materials and wastes—not only hazardous substances. The toxic water quality effects from spills of hazardous substances (e.g., acids, oils, greases, fuels, solvents, pesticides) are commonly understood. However, non-hazardous materials—for example, sand, litter, corn oil, sweeteners, soaps, and milk, among others—can also greatly impact water quality.

In compliance with 2013 MS4 Permit Section F.1.a.xi, this facility will provide notification immediately (within 24 hours of becoming aware of the circumstances) for all discharges that endanger human health or the environment as follows:

- ◆ By phone to Cal OES at 800-852-7550;
- ◆ At a minimum,
  - Sewage spills of 1,000 gallons or more or that could impact water contact recreation (coordinate with sewerage agency where applicable)
  - Any oil spill that could impact wildlife
  - Any hazardous material spill where residents are evacuated
  - Any spill of reportable quantities of hazardous waste
  - Any spill or other release of one barrel or more of petroleum products at a tank facility
  - Discharges of any hazardous substances or sewage (coordinate with sewerage agency where applicable) into or on any waters of the state
  - Discharges that may threaten or impact water quality
  - Any found or lost radioactive materials
  - Discharges of oil or petroleum products, into or on any waters of the state
  - Hazardous liquid pipeline releases and every rupture, explosion or fire involving a pipeline.
- ◆ In addition, the facility will notify the Highway Patrol of spills affecting a State Highway.

This facility will report illegal or unauthorized discharges and spills (those reportable to Cal OES) to the Permittee's NPDES MS4 Coordinator for inclusion into the Annual Report, as required by Section F.1.a.xiii of the 2013 MS4 Permit. The reports to the Permittee's NPDES MS4 Coordinator will include a description of the illegal or unauthorized discharge, spill, or release, a description of any non-compliance, the cause, the duration, and the actual or anticipated time for achieving compliance.

The spill prevention and control BMPs implemented at this facility are listed in Table 4.

**Table 4. Spill Prevention and Control Procedures**

Spill prevention and control procedures for this facility are:

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

**2.4 OTHER RELEVANT FACILITY PLANS**

In addition to this PPP, other facility-specific environmental compliance plans that complement the goal of reducing and preventing pollutant discharges via a Stormwater drainage system are listed in Table 5. Where these plans are located should also be identified.

**Table 5. Other Facility Specific Environmental Compliance Plan(s)**

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_



### 2.5 TRAINING FOR FACILITY PERSONNEL

\_\_\_\_\_ (Title) is responsible for Stormwater Management training for staff at this facility.

Training related to Stormwater management is provided on at least an annual basis to review specific responsibilities for implementing this PPP, what and how to accomplish those responsibilities, including BMP implementation.

Additionally, general awareness training is provided annually to all employees whose activities may impact Stormwater discharges. The purpose of this training is to educate workers on activities that can impact Stormwater discharges, and to help in the implementation of BMPs.

Training attendance sheets and any other training documentation is provided in Appendix B. The training records include name of instructor, date and time of training, location of training and training participants. The training records are kept for a period of no less than three years.

### **3.0 DEFINITION AND CATEGORIES OF NON-STORMWATER DISCHARGES**

A Non-Stormwater discharge is any discharge or flow to a Stormwater drainage system that is not composed entirely of Stormwater runoff. The 2013 MS4 Permit requires that the Permittees prohibit the discharge of Non-Stormwater, including those from Permittee activities, into their respective MS4s and to the Waters of the U.S. unless the discharge is authorized by the 2013 MS4 Permit or regulated under a separate NPDES permit.

#### **3.1 AUTHORIZED NON-STORMWATER DISCHARGES**

The 2013 MS4 Permit (Section C.2) provides that certain types of Non-Stormwater discharges are authorized unless they are identified as a significant source of pollutants.

Allowable Non-Stormwater discharges include:

- a. Discharges covered by NPDES permits or written clearances issued by the Regional Water Board or SWRCB;
- b. Air conditioning condensate;
- c. Potable water line flushing and other potable water sources;
- d. Passive foundation drains;
- e. Passive footing drains;
- f. Water from crawl space pumps;
- g. Discharges from landscape irrigation, lawn/garden watering and other irrigation waters;
- h. Dechlorinated swimming pool discharges;
- i. Non-commercial vehicle washing (e.g., residential car washing (excluding engine degreasing) and car washing fundraisers by non-profit organizations);
- j. Diverted stream flows;
- k. Rising ground waters and natural springs;
- l. Ground water infiltration as defined in 40 CFR 35.2005(20) and uncontaminated pumped groundwater;
- m. Flows from riparian habitats and wetlands;
- n. Street wash water;
- o. Emergency water flows (i.e., firefighting flows and other flows necessary for the protection of life and property) do not require BMPs and need not be prohibited.
- p. Waters not otherwise containing wastes as defined in California Water Code §13050 (d); and
- q. Other types of discharges identified and recommended by the Permittees and approved by the Regional Water Board.

## 4.0 FACILITY ACTIVITIES AND MATERIALS, POTENTIAL POLLUTANTS AND ASSOCIATED BMPs

### 4.1 SIGNIFICANT MATERIALS

A number of materials are used or stored on-site. Table 6 summarizes these materials and how they are received or stored at the facility.

**Table 6. List of Significant Materials**

| Material Name          | Typical Quantity | Receiving and Shipping Location | Handling Location | Frequency    |
|------------------------|------------------|---------------------------------|-------------------|--------------|
| EXAMPLE: Acid          | 12 gal           | Maintenance Shop                | Maintenance Shop  | Twice weekly |
| Acid                   |                  |                                 |                   |              |
| Adhesives and sealants |                  |                                 |                   |              |
| Aggregate              |                  |                                 |                   |              |
| Animal Wastes          |                  |                                 |                   |              |
| Asphalt                |                  |                                 |                   |              |
| Brake fluid            |                  |                                 |                   |              |
| Concrete               |                  |                                 |                   |              |
| Coolant (new)          |                  |                                 |                   |              |
| Coolant (used)         |                  |                                 |                   |              |
| Detergents             |                  |                                 |                   |              |
| Diesel fuel            |                  |                                 |                   |              |
| Fertilizers            |                  |                                 |                   |              |
| Gasoline               |                  |                                 |                   |              |
| Gravel                 |                  |                                 |                   |              |
| Hydraulic fluid        |                  |                                 |                   |              |
| Lubricants             |                  |                                 |                   |              |
| Motor oil (new)        |                  |                                 |                   |              |
| Motor oil (used)       |                  |                                 |                   |              |
| Paint Products         |                  |                                 |                   |              |
| Pesticides/Herbicides  |                  |                                 |                   |              |
| Sand                   |                  |                                 |                   |              |
| Soil amendments        |                  |                                 |                   |              |
| Solvents               |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |
|                        |                  |                                 |                   |              |



### 4.2 DESCRIPTION OF POTENTIAL POLLUTANT SOURCES AND ASSOCIATED BMPs

Table 7 briefly summarizes activities conducted at the facility, potential pollutant sources (including significant materials from Table 6), and the BMPs implemented for each activity.

**Table 7. Identification of Potential Pollutant Sources and List of Current BMPs**

| Area/Activity | Pollutant Source | Pollutant | BMPs |
|---------------|------------------|-----------|------|
|               |                  |           |      |
|               |                  |           |      |
|               |                  |           |      |
|               |                  |           |      |
|               |                  |           |      |
|               |                  |           |      |
|               |                  |           |      |
|               |                  |           |      |

Table 7(Ex). Identification of Potential Pollutant Sources and List of Current BMPs

| Area/Activity                                                                                                                                                                                                                                    | Pollutant Source                                                                           | Pollutant                                                                  | BMPs                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vehicle and Equipment Fueling</b><br>performed in the center of the yard at the fueling area; containing both unleaded and diesel fuel for smaller vehicles and large equipment. Both pumps in the fueling area are covered by a raised roof. | Spills caused by topping off fuel tanks                                                    | gasoline                                                                   | Train employees in proper fueling and cleanup procedures<br>Discourage "topping off" of fuel tanks<br>Install "shut-off" valves on nozzles<br>Use adsorbent materials for spill cleanup<br>Provide covered spill kits next to fueling area                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                  | Spills and leaks during deliveries                                                         | fuel, oil                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Waste Handling and Disposal</b><br>performed at the used oil storage tank, the hazardous waste storage container and the trash dumpster in the northeast corner of the yard.                                                                  | Used oil and hazardous waste container spills or leaks, uncovered trash container/dumpster | Trash, oil, hazardous waste (i.e., solvents, detergents, pesticides, etc.) | Spill Prevention Control and Countermeasure (SPCC) Plan is up-to date<br>Train employees in proper cleanup procedures of spills and leaks<br>Place hazardous waste containers in secondary containment<br>Sweep up daily<br>Install spill kits in used oil and hazardous waste storage areas<br>Recycle whenever possible<br>Inspect waste management areas for leaking containers or spill<br>Repair leaking equipment including valves, lines, seals, or pumps promptly |
| <b>Vehicle and Equipment Washing</b><br>performed in the northeast section of the yard. Washing Area is uncovered and not bermed.                                                                                                                | Washing particulates and debris off vehicles and equipment                                 | sediment, metals, toxic materials, vehicle fluids                          | Wash vehicles and equipment at an off-site commercial washing location whenever possible<br>If on-site, direct wash water towards surrounding, existing vegetation                                                                                                                                                                                                                                                                                                        |
| <b>Landscape, Garden, and General Maintenance and Cleaning</b><br>performed throughout the facility.                                                                                                                                             | Potential over-irrigation, spills and leaks                                                | fertilizers, pesticides, detergents, solvents                              | Use cleaning solvents that can be recycled<br>Use proper lawn management and landscaping, including use of native vegetation<br>Use Integrated Pest Management techniques for pest control<br>Properly recycle yard trimmings<br>Recycle residual paints, solvents, lumber, and other materials as much as possible                                                                                                                                                       |
| <b>Material, Chemical, Vehicle and Equipment Handling and Storage</b><br>located at the north and east sections of the yard. All areas are covered. See Table 1 for yard materials stored.                                                       | Container spills or leaks                                                                  | Engine coolant, oil, pesticides, solvents, etc.                            | Develop an operations plan that describes procedures for loading and/or unloading<br>Conduct loading and unloading in dry weather if possible<br>Store materials in enclosed or covered areas<br>Pave loading areas with concrete instead of asphalt<br>Grade and/or berm the loading/unloading and storage areas to a drain that is connected to a dead-end sump<br>Train employees in spill containment and cleanup present during loading/unloading                    |
|                                                                                                                                                                                                                                                  | Vehicle and equipment leaks                                                                | gasoline, oil                                                              | Use drip pans underneath leaking vehicles and equipment                                                                                                                                                                                                                                                                                                                                                                                                                   |

### 5.0 ANNUAL FACILITY OR ACTIVITY STORMWATER INSPECTION

An Annual Stormwater inspection helps to assure that significant changes in facilities or activities are identified and can then be reflected in the PPP. The Annual Stormwater inspection includes:

- ◆ Visual inspection of all potential sources of pollutants that may enter the Stormwater drainage system via Stormwater or Non-Stormwater discharges;
- ◆ A review and assessment of all BMPs to determine whether the BMPs are adequate, properly implemented and maintained, or whether additional BMPs are needed; and
- ◆ Visual inspection of equipment needed to implement the PPP, such as spill response equipment, drip pans, brooms or vacuum sweepers, or containers for used absorbents.

The Annual Facility or Activity Stormwater inspection should be documented:

- ◆ Identification of personnel performing the evaluation;
- ◆ The date(s) of the evaluation;
- ◆ Findings of the evaluation;
- ◆ Recommended modifications of the PPP;
- ◆ Schedule for implementing PPP revisions; and
- ◆ Any incidents of non-compliance and the corrective actions taken.

Following the evaluation, necessary revisions to the PPP are completed within 90 days. Blank inspection forms may be found in Appendix C. Completed Inspection forms are maintained in Appendix D. Table 8 is used to track annual inspections and track recommendations and corrective actions.



**APPENDIX A**  
**POTENTIAL SOURCE CONTROL BMPs**

Potential Source Control BMPs for Municipal Facilities and Activities

| Activities                                                | BMP References from Industrial & Commercial Handbook <sup>(1)</sup> |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       | BMP References from Municipal Handbook <sup>(2)</sup> |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |
|-----------------------------------------------------------|---------------------------------------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------------------------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---|
|                                                           | SC-10                                                               | SC-11 | SC-20 | SC-21 | SC-22 | SC-30 | SC-31 | SC-32 | SC-33 | SC-34 | SC-35 | SC-40 | SC-41 | SC-42 | SC-43 | SC-44 | SC-10                                                 | SC-11 | SC-20 | SC-21 | SC-22 | SC-30 | SC-31 | SC-32 | SC-33 | SC-34 | SC-41 | SC-43 | SC-60 | SC-61 | SC-70 | SC-71 | SC-72 | SC-73 | SC-74 | SC-75 | SC-76 |   |
| Material Loading/Unloading/Handling/Storage               |                                                                     |       |       |       |       | X     | X     | X     | X     |       |       |       |       |       |       |       |                                                       | X     |       |       |       |       | X     | X     |       | X     |       |       |       |       |       |       |       |       |       |       |       |   |
| Waste Handling and Disposal                               | X                                                                   |       |       |       |       |       |       | X     |       | X     |       |       |       |       |       |       | X                                                     |       |       |       |       |       |       |       |       | X     |       |       |       |       |       |       |       |       |       |       | X     |   |
| Filling of ASTs/USTs                                      |                                                                     |       | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |                                                       | X     | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |
| Dispensing Fuel                                           |                                                                     |       | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |                                                       | X     | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |
| Vehicle/Equipment Maintenance/Repair                      |                                                                     |       |       |       | X     |       |       |       |       |       | X     |       |       |       |       |       |                                                       | X     |       |       | X     |       |       | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |   |
| Vehicle/Equipment Parking and Storage                     |                                                                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |                                                       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |
| Vehicle and Equipment Cleaning                            | X                                                                   |       |       | X     |       |       |       | X     |       |       | X     |       |       |       |       |       | X                                                     |       |       | X     |       |       |       |       |       |       |       |       |       | X     |       |       |       |       |       |       |       |   |
| Leak and Spill Cleanup                                    | X                                                                   | X     |       |       |       |       | X     | X     |       |       |       |       |       |       |       |       | X                                                     | X     |       |       |       |       |       |       |       |       |       |       |       | X     |       |       |       |       |       |       |       |   |
| Construction                                              |                                                                     |       |       |       |       |       |       |       |       |       |       |       |       | X     |       |       |                                                       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |
| Landscaping, Garden, and General Maintenance and Cleaning | X                                                                   |       |       |       |       |       |       |       |       |       | X     | X     | X     | X     | X     | X     | X                                                     |       |       |       |       |       |       |       |       |       | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     |       | X |

Notes: (1) California Stormwater Quality Association. January 2003. California Stormwater Best Management Practice Handbook – Industrial and Commercial. <http://www.cabmphandbooks.com/> or CASQA, P.O. Box 2105, Menlo Park, California, 94026-2105.  
(2) California Stormwater Quality Association. January 2003. California Stormwater Best Management Practice Handbook – Municipal. <http://www.cabmphandbooks.com/> or CASQA, P.O. Box 2105, Menlo Park, California, 94026-2105.

## **APPENDIX B**

### **TRAINING DOCUMENTATION**

**APPENDIX C**  
**ANNUAL FACILITY/ACTIVITY STORMWATER INSPECTION FORM**  
**AND CHECKLIST (BLANK)**

\_\_\_\_\_**(Facility)**

**Facility Pollution Prevention Plan  
Annual Site/Activity Inspection**

1. Name of Building or Operation: \_\_\_\_\_

2. Operation Representative: \_\_\_\_\_

Position: \_\_\_\_\_ Phone No.: \_\_\_\_\_

|                                                                                                                                       | <u>Yes</u>               | <u>No</u>                | <u>Not<br/>Applicable</u> |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|---------------------------|
| 3. Facility's PPP easily accessible in each building?                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| 4. Awareness of PPP by facility personnel?<br>(Random survey of employees of site.)<br># Employees Surveyed _____                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| 5. Facility's Emergency Response Plan easily accessible in each building?                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| 6. Awareness of Emergency Response Plan by facility personnel?<br>(Random survey of employees on site.)<br># Employees Surveyed _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| 7. Evaluation Checklist (page 2 of 2) completed?                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| 8. Was any Stormwater pollution prevention training<br>conducted during the year?                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| 9. Were Non-Stormwater discharge visual observations conducted?<br>List Dates: _____                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| 10. Were Stormwater discharge visual observations conducted?<br>List Dates: _____                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |

Inspection Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Measures Recommended: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspection Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

This completed evaluation was reviewed with me on: \_\_\_\_\_

Date

Operation Representative (signature): \_\_\_\_\_

## Inspection Checklist

| Activities – Check each activity present at the site.                                                                                                                                                                                                                                                                                                                   | Effectiveness Rating *                                                                                                                   |                                                                                                                                          |                                                                                                                                          |                                                                                                                                          |                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                         | 1                                                                                                                                        | 2                                                                                                                                        | 3                                                                                                                                        | 4                                                                                                                                        | 5                                                                                                                                        |
| <b>Vehicle and Equipment Fueling:</b><br>1. Fueling area is designed to prevent run on of Stormwater and the runoff of spills<br>2. Employees are trained in proper fueling and cleanup procedures<br>3. Absorbent materials are used on small spills rather than hosing down<br>4. Daily inspections.<br>5. Pump island is inspected regularly for spills and/or leaks | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Vehicle and Equipment Washing/Steam Cleaning</b><br>1. A designated wash area is used<br>2. The wash area is equipped with a clarifier and is connected to a sanitary sewer<br>3. The designated wash area is properly designed<br>4. The clarifier is cleaned regularly                                                                                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Vehicle and Equipment Maintenance and Repair</b><br>1. Maintenance is done in a designated area only<br>2. Equipment is kept clean, with no build-up of oil and grease.<br>3. Drip pans and containers are used under areas that may drip<br>4. Used oil and oil filters, antifreeze, batteries, fluids, etc. are recycled                                           | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Outdoor Loading/Unloading of Materials</b><br>1. Delivery vehicles are parked so spills and leaks can be contained<br>2. The loading/unloading dock is covered to reduce exposure of materials to rain<br>3. The loading/unloading area is designed to prevent Stormwater run on<br>4. Fork lift operators area properly trained                                     | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Outdoor Container Storage of Materials</b><br>1. Materials are covered to protect from rainfall<br>2. Materials are protected from run on and runoff of Stormwater<br>3. Waste dumpsters are covered<br>4. Hazardous materials are stored in a properly designed storage area                                                                                        | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Outdoor Process Equipment O &amp; M</b><br>1. The area is covered with a permanent roof<br>2. Berming and drainage routing is used to minimize contact of Stormwater<br>3. The equipment are is swept after each use of machine or at the end of each day                                                                                                            | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         |
| <b>Outdoor Storage of Raw Materials/Products</b><br>1. The storage area is covered with a roof<br>2. Materials are covered with a temporary plastic covering<br>3. Berms and curbing are used to prevent materials from entering the storm drain system<br>4. Parking lots and/or other surface areas are swept regularly near the material storage area                | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Waste Handling and Disposal</b><br>1. Usage and disposal inventory is used to limit waste generation<br>2. Materials are recycled whenever possible<br>3. Wastes are segregated and separated<br>4. Storage area is covered, enclosed and bermed                                                                                                                     | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Contaminated or Erodible Surface Areas</b><br>1. Erosion can be controlled by preservation of natural vegetation<br>2. Surface area is regularly inspected to determine if revegetation is needed<br>3. Geosynthetics are used as an alternative for the surface area<br>4. Sandbags or berms are needed to prevent Stormwater pollution                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Building and Grounds Maintenance</b><br>1. Pesticides and fertilizers are used and stored properly<br>2. Paved areas are swept instead of washed down<br>3. Wash water, sweepings and sediments are disposed of properly<br>4. Planting of natural vegetation reduces water, fertilizer and/or pesticide needs                                                       | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Building Repair, Remodeling and Construction</b><br>1. Materials used in repair and remodeling (paints, etc.) are stored properly<br>2. Soil erosion control techniques are used<br>3. Good housekeeping practices are used                                                                                                                                          | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                         |

1 No BMPs used and Stormwater pollution likely.

2 Some BMPs used but not effective.

3 Some BMPs used and moderately effective.

4 Source control BMPs used and very effective/structural BMPs needed.

5 All necessary BMPs used and very effective.

**APPENDIX D**  
**COMPLETED ANNUAL FACILITY STORMWATER INSPECTION FORMS**  
**AND CHECKLISTS**